

**Minutes of the Board of Directors**  
**12<sup>th</sup> January 2022 at 9.30 am**  
**By Zoom**

**Members Present:**

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

**Also present:**

Leanne Brace (LB)	Regional Manager
George Wood (GW)	Swim England, Director of Sport Development

- 22/1**                      **Apologies and Welcome**
- 22/1.1                  None, all were present.
- 22/1.2                  George Wood, attending in his capacity as the region's Swim England Regional Buddy, was welcomed to the meeting.
- 22/2**                      **Declarations of conflicts of interest**
- 22/2.1                  None were declared.
- 22/3**                      **Minutes**
- 22/3.1                  The minutes of the meetings held on 8<sup>th</sup> December 2021 were confirmed as a correct record of the meeting.
- 22/4**                      **Matters Arising**
- 22/4.1                  A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:
- 21/146.5 – KB would arrange a Zoom meeting with David Metcalf and David Hutson, but reported that the issue was not urgent. **(Action KB)**
- 21/148.2- JW had received an email from Simon Lever (SL), Chairman of the ARP confirming approval of the advertisement for a replacement ARP member. The advert had been posted.
- 21/148.3 SL had also confirmed that everything was currently going well and that there was no additional support needed.

21/174.3 Medals – IM reported that the stock of old style medals was not of use to the Diving Leadership Group. It was agreed that the old style, ASA East Region medals (all colours and both sizes) should be written off. LB will arrange suitable disposal. **(Action LB)**

21/175.3 – LB had contacted managers to confirm the approval of plans and budgets for 2022 and had produced a collated Regional Plan.

21/177.2 Youth Advisory Panel – LB confirmed that the information was being prepared for a launch in the near future. **(Action LB)**

22/4.2 JW to update the Matters Arising Report and send to ARP. **(Action JW)**

## **22/5 Ratification of Decisions Taken Between the Meeting**

22/5.1 The decision to publish minutes of Board meetings held from 1<sup>st</sup> January 2021 was ratified.

## **22/6 Finance**

### Budget Reports

22/6.1.1 The Budget Reports for December had been circulated with the agenda and were noted.

22/6.1.2 KB reported that these had been marked 'draft' as there were some invoices yet to be received, which needed to be processed before the accounts for 2021 could be closed. He anticipated that there would be an end of year surplus in the region of £30k.

### End of Year Accounts - KB

22/6.2.1 KB gave an update on the End of Year Accounts.

22/6.2.2 KB would work on the accounts and planned to get the files to HastingsWade by the end of January. He would also speak to Jo Stalley to let her know the processes so that she could pick up more of this work next year. **(Action KB)**

22/6.2.3 KB would also arrange for HastingsWade to meet the Directors, in order to comply with money laundering checks. This would either be during a Board meeting, or on an additional date. **(Action KB)**

22.6.3 Bank Accounts – KB reported that there had been no response from Santander to the issues he had raised. KB was considering raising a formal complaint.

## **22/7 Plans and Budgets**

22/7.1 Following the discussion at the previous meeting, and subsequent emails, the Directors agreed not to meet with individual managers at this stage.

22/7.2 It was agreed that LB and ROC representatives, be asked to monitor the delivery of the approved plans and budgets and to report any areas of concern to the Directors. **(Action: LB to raise at ROC as part of an update on the delivery of the plan)**

22/7.3 KB would work on aligning SAGE codes to the budget so that managers could approve income and expenditure against the budget. **(Action KB)**

## **22/8 Report from Regional Manager**

22/8.1 A report from the Regional Manager, circulated with the agenda, was noted. The following issues arose from discussion of the report:

22/8.2 DBS Checks for Regional and County Volunteers – LB gave an update on her discussions with Swim England regarding DBS checks for relevant Regional and County volunteers. A process had now been agreed and LB would update counties at the next County Forum, following this up with information by email. **(Action LB)**

- 22/8.3 Risk Assessments
- 22/8.3.1 LB reported concerns about the quality of Risk Assessments submitted by clubs as part of the affiliation process.
- 22/8.3.2 GW agreed to follow up with Emma Griffin regarding progress with the online risk assessment portal and would also discuss with Helen Weeks the possibility of further risk assessment guidance/training for clubs. **(Action GW)**
- 22/8.3.3 It was also agreed that regional managers should be reminded of the need to complete Risk Assessments ahead of regional events. **(Action LB)**
- 22/8.4 Membership
- 22/8.4.1 LB reported on membership debts and credits for East Region clubs. It was noted that debts from the previous financial year must be settled before renewals could be processed.
- 22/8.4.2 LB also reported on progress with an application for a new affiliation for Downs Syndrome GB. It was noted that there were other examples of national clubs being affiliated to the region within which the secretary lived.
- 22/8.5 Counties
- LB reported on her discussions with a county chairman concerning governance. An AGM had now been held.
- 22/8.6 SE Office Resources – LB reported that the SE Office Resources Team had been closed in the restructure. It was agreed that all resources should be sent electronically. GW would make sure that the website references to the team, and email addresses, were closed down.
- 22/8.7 Regional Records
- 22/8.7.1 LB reported on her discussions with David Robinson, concerning problems in accessing information over new record times for masters and para swimmers. Although the Results data base for mainstream swimming events was able to highlight senior and junior regional records, a similar facility for masters had ceased to work, and there was no comparable system for para swimmers.
- 22/8.7.2 GW asked that LB draft a short report on the issues so that he could discuss the matter with the Swimming Talent Team. **(Action LB)**
- 22/8.7.3 Directors thanked GW for his assistance. Although it was hoped that the Results system could be extended to cover all groups, Directors agreed that the Records Officer should not be expected to manually search results, and noted that the regional Records Policy required records to be claimed.

## 22/9

### **Governance**

- 22/9.1 Preparations for the AGM
- 22/9.1.1 The Board received a report from the Chairman on preparation for the AGM. The report dealt with governance issues relating to elections and appointments and included a schedule of posts to be dealt with at the 2022 AGM.
- 22/9.1.2 After discussion of the report it was agreed that:
- i) The Members Forum be asked to approve a recommendation from the Board that the Articles of Association be amended to allow for the election of up to three Member Nominated Directors.
  - ii) That Nominations Committees be appointed from a pool of members comprising Ian Cotton, Sheila Mackenzie, Helen Stephens and Chris Vinter, plus one of the four existing Directors.
  - iii) That the course of action for individual posts, as set out in the report, be followed.
  - iv) That the Board recommend to the AGM that HastingsWade be reappointed as the Examiners for 2023.

- 22/9.2 Nominations Committee Terms of Reference
- 22/9.2.1 Revised Terms of Reference for the Nominations Committee, circulated with the agenda, were approved.
- 22/9.3 Next Steps – JW would:
- contact the members that had volunteered to be part of the Nominations Committee
  - draft a role description for the Finance Director post
  - Confirm that the President Elect wished to go forward as the nomination for President **(Action JW)**
- 22/10** **Annual Report**
- 22/10.1 Board Report
- 22/10.1.1 A draft Board Report, which would form part of the annual reports to the AGM, had been circulated with the agenda.
- 22/10.1.2 After discussion, it was agreed that the report be approved subject to more detail of the working relationships between the region and Swim England. **(Action JW)**
- 22/10.2 Trustees Report
- 22/10.2.1 KB had started work on the Trustees Report. It was agreed that JW would pick this up, basing the report on the format used by Swim England, and that KB would work on the financial information. **(Action JW/ KB)**
- 22/11** **Retention Policy**
- 22/11.1 A revised Retention Policy, which had been circulated with the agenda, was approved.
- 22/12** **Regional Awards**
- To agree criteria and timescales for the 2022 Regional Awards (attachment)
- 22/12.1 The Board received a report on Regional Awards.
- 22/12.2 In discussion of the report it was noted that the current names were misleading and therefore agreed that there should be three regional awards;
- Regional Pin – for exceptional service to the region (replacing the former Silver Pin)
  - Long Service Award – to recognise long service of 6 years as a regional officer or to a regional committee (replacing the former Gold Pin)
  - Jeff Cook Salver – no change to the name or criteria.
- 22/12.3 The criteria and timescales, as set out in the report, were agreed.
- 22/12.4 LB was asked to explore alternative designs for the regional pins, which were smaller and lighter and available at a more reasonable cost. **(Action LB)**
- 22/13** **Risk Register**
- 22/13.1 The Risk Register was reviewed. No changes were made.
- 22/14** **Future Meetings**
- 22/14.1 **It was noted that** the next Board meeting was scheduled for 9<sup>th</sup> February 2022.
- 22/14.2 The following dates had also been agreed: 2<sup>nd</sup> March and 6<sup>th</sup> April 2022.